

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT
Annual Board of Education Reorganization Meeting
Monday, July 11, 2011 – Middle School Theater - 7:00 p.m.

Opening Items

1. Call to Order and Pledge of Allegiance
2. Roll Call

It is anticipated that the Board will immediately adjourn into executive session to discuss Taylor Law negotiations and the employment history of particular personnel.

It is anticipated that the Board will return to public session at approximately 8:00pm to conduct the reorganization meeting followed by a work session.

Organization Action Items

3. Nomination and Election of Temporary Chairperson
4. Acknowledgement of Oath of Office already given to Newly Elected Board Member
5. Nomination and Election of Board of Education Officers
 - President
 - Vice President
6. Administration of Oath of Office to Board Officers and Administrators
 - Newly Elected President
 - Newly Elected Vice President
 - New Superintendent of Schools
 - Assistant Superintendent for Business and Technology

Consideration of motion to create a consent agenda.

Agenda Items #7 - 34

(Please note that agenda items 8 through 34 are available in District Office.

Agenda Item #7: Appointment of District Officers and Personnel

School District Clerk

RESOLVED, that Ms. Juanita Brockett is hereby appointed as School District Clerk for the 2011-2012 school year at an annual stipend of \$16,390.

School District Treasurer

RESOLVED, that Nicole Susa is hereby appointed as School District Treasurer for the 2011-2012 school year at an annual salary of \$109,586.

School District Deputy Treasurer

RESOLVED, that the Board appoints Jennifer DeFillipo as Deputy Treasurer at the pleasure of the Board for the 2011-2012 school year at an annual stipend of \$4,000.

School District Claims Auditor

RESOLVED that the Board of Education hereby approve the appointment of John Beltramo, as Internal Claims Auditor, at the pleasure of the Board, for the Briarcliff Manor Union Free School District, for the period commencing July 1, 2011 through June 30, 2012 at the rate of \$85/hr, and authorizes the Board President to execute a Internal Claims Auditor Contract with John Beltramo that sets forth the terms and conditions of his employment, a copy of which agreement shall be incorporated by reference within the minutes of this meeting.

School District External Auditor

RESOLVED, that O'Connor, Davies, Munns & Dobbins, LLP is hereby appointed as School District External Auditor at an annual fee of \$40,300., for the 2011-2012 school year. If significant additional services are required due to unexpected circumstances encountered during the audit, the hourly rates will be as follows:

Senior Partner	\$ 270.40
Partner	\$ 243.36
Senior Manager	\$ 205.50
Managers	\$ 162.24
Supervisor	\$ 156.83
Senior Accountants	\$ 140.61
Staff Assistants	\$ 97.34

School Attorney

RESOLVED, that Shaw, Perelson, May & Lambert, LLP is hereby appointed as School District Counsel to serve at the pleasure of the Board at an annual retainer fee of \$108,000 for the 2011-2012 school year. Services not covered by the retainer fee will be billed at the rate of \$190 per hour, subject to advance authorization by the Board of Education.

School District Physician

RESOLVED that the Board of Education hereby approve the appointment of Dr. Nelly Sereny, as School Physician for the contractual sum of \$24,000 to be paid in equal installments of \$2,000 for the period commencing July 1, 2011 and terminating on June 30, 2012 and authorizes the Board President to execute an Agreement with the School District Physician as presented to the Board at this meeting. A copy of said Agreement shall be incorporated by reference within the minutes of this meeting

Consultant to the Superintendent

RESOLVED that the Board of Education hereby approve the appointment of Carol Ross as Consultant to the Superintendent of Schools, to serve at the pleasure of the Board at a per diem rate of \$700 for the 2011-2012 school year.

Purchasing Agent

RESOLVED, that Stuart Matthey is hereby appointed as School District Purchasing Agent for the 2011-2012 school year.

Records Management Officer

RESOLVED, that Karen McKeon is hereby appointed as School District Records Management Officer for the 2011-2012 school year at an annual stipend of \$2,000 to continue the project of establishing and implementing a records management plan.

Freedom of Information Law Officer

RESOLVED, that Stuart Matthey is hereby appointed as School District Records Access Officer to serve at the pleasure of the Board for the 2011-2012 school year.

Educational Liaison for Students in Homeless Situations

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as School District Educational Liaison for Students in Homeless Situations to serve at the pleasure of the Board for the 2011-2012 school year.

Section 504/Americans with Disabilities Act Compliance Officer

RESOLVED, that Dr. Debora Serio-Vaughan is hereby appointed as School District Section 504/Americans with Disabilities Act Compliance Officer to serve at the pleasure of the Board for the 2011-2012 school year.

Residency Designee

RESOLVED, that the Board of Education hereby delegates its authority, pursuant to Commissioner's Regulations 100.2(y), to the Superintendent of Schools who shall have the full and final authority to make determinations regarding student residency.

School District Designated Education Official (DEO)

RESOLVED, that Daniel Murphy is hereby appointed as School District Designated Education Official to serve at the pleasure of the Board (in compliance with S.A.V.E. Legislation) for the 2011-2012 school year.

School District Title IX/Title VII Compliance Officer

RESOLVED, that Debora French is hereby appointed as the School District Title IX Compliance Officer to serve at the pleasure of the Board for the 2011-2012 school year.

School District Title VI Compliance Officer

RESOLVED, that Debora French is hereby appointed as the School District Title VI Compliance Officer to serve at the pleasure of the Board for the 2011-2012 school year.

School District Asbestos Designee

RESOLVED, that Anthony Bauso is hereby appointed as the School District Asbestos Designee to serve at the pleasure of the Board for the 2011-2012 school year.

Pesticide Representative

RESOLVED, that Anthony Bauso is hereby appointed as the School District Pesticide Representative to serve at the pleasure of the Board for the 2011-2012 school year.

Chemical Hygiene Officer (OSHA)

RESOLVED, that Anthony Bauso is hereby appointed as Chemical Hygiene Officer (OSHA) to serve at the pleasure of the Board for the 2011-2012 school year.

School District Attendance Officer

RESOLVED, that the Superintendent of Schools is hereby appointed as the School District Attendance Officer to serve at the pleasure of the Board for the 2011-2012 school year.

School District Designated Chief Technical & Information Officer

RESOLVED, that Erica Beasley is hereby appointed as School District Designated Chief Technical & Information Officer for the 2011-2012 school year at an annual salary of \$135,000.

Agenda Item #8: Authorization of Petty Cash Funds

RESOLVED, that Petty Cash funds in the following amounts are hereby authorized and approved:

Superintendent's Office	\$100.00
Business Office	\$100.00
Middle School Office	\$100.00
High School Office	\$100.00
Todd School Office	\$100.00
Buildings and Grounds Office	\$100.00

Agenda Item #9: Call-Back Verification and Written Confirmation in Connection with Fund Transfers Initiated Outside of the Online Banking Systems

RESOLVED:

1. Deputy Treasurer and District Treasurer are hereby designated as authorized persons in connection with all bank depositories now or hereafter maintained for and in the name of this District for the purposes of (i) verifying, by telephone call-back, verbal payment orders issued in the name of this District, including those issued by telecopier; and (ii) issuing written confirmations of payment orders issued in the name of this District.
2. That the depository may rely upon telephone verification and/or written confirmations given by the authorized persons identified in paragraph one hereof, and all payment orders verified by telephone call-back shall be deemed to be authorized orders of this District.
3. That the depository may place telephone call-backs to the telephone number of this District as reflected in the records of the depository or to such other telephone number as may hereafter be designated in writing by an officer of this District.
4. That each of the foregoing Resolutions and the authority thereby conferred shall remain in full force and effect until written notice of revocation or modification is

received by the depository, provided that such notice shall not be effective with respect to any exercise of said authorities prior to the receipt of such notice. That the District Clerk or any other officer of this District is hereby authorized and directed to certify under the Corporate Seal, or not, but with like effect in the latter case, to the depository, the Resolutions, the names of the officers and other representatives of this District, any changes from time to time in the said officers and representatives and specimens of their respective signatures; and that the depository may conclusively assume that persons at any time certified to it by officers or other representatives of this District continue as such until receipt by the depository of written notice to the contrary.

Agenda Item #10: Certificates of Deposit

RESOLVED, that the Treasurer and Deputy Treasurer be authorized to sign for the purchase of Certificates of Deposit, with all depositories, on behalf of the Briarcliff School District, under the supervision of the Asst. Superintendent for Business & Technology. All investment purchases and sales require Board approval. All Certificates of Deposit purchases will be in compliance with requirements of Policy 5201.

Agenda Item #11: Review of the Register of Outstanding Bonds *(Will be Attached)*

Agenda Item #12: Designation of Dates for Regular Board Meetings

RESOLVED, that the Board of Education will meet on two Mondays each month, or more as needed, and that the time of such meetings will be as designated by the Board.

Agenda Item #13: Designation of Official School District Newspaper

RESOLVED, that The Journal News of White Plains, New York, is hereby designated as the official newspaper of the School District.

Agenda Item #14: Designation of Hearing on School District Budget

RESOLVED, that the Board designates May 7, 2012 as the date of the public hearing on the budget (must be between 7 and 14 days prior to Annual Meeting).

Agenda Item #15: Approval of Voting Hours and Designation of Voter Registration Day

RESOLVED, that the Board hereby approves the voting hours of Board Elections, Referenda, or any proposals requiring a vote by the residents of the District as follows:

6:00 a.m. to 9:00 p.m.

RESOLVED, that the Board hereby approves the designation of Wednesday, May 9, 2012 as the extended voter registration day from the hours of 4:00 p.m. to 8:00 p.m.

Agenda Item #16: Approval of Impartial Hearing Officer Selection, Appointment and Compensation Protocol

RESOLVED, that the District shall utilize the most recent rotational list of Impartial Hearing Officers for the District as established by the State Education Department, on a rotating basis, for the purpose of conducting Impartial Hearings pursuant to Section 200.5 of the Regulations of the Commissioner of Education. Appointment and compensation shall be in accordance with the following:

- 1) That the District Clerk shall date stamp her receipt of any written impartial hearing request and note such receipt in a written log;
- 2) That upon receipt of a written impartial hearing request, the District Clerk shall immediately, but not later than two business days, begin the process of selecting an impartial hearing officer;
- 3) That should an impartial hearing officer decline appointment, or if, within 24 hours, the impartial hearing officer fails to respond or is unreachable after reasonable efforts by the District, each successive impartial hearing officer whose name next appears on the list shall be offered appointment, until such appointment is accepted;
- 4) That in selecting an impartial hearing officer, the District Clerk must document when an impartial hearing officer has declined appointment, or that, within 24 hours, an impartial hearing officer failed to respond or was unreachable after reasonable efforts to contact him or her;
- 5) That, in recognition that the Board must immediately appoint the impartial hearing officer selected by the District Clerk from the District's rotational list, the Board hereby delegates to the President and/or Vice President of the Board of Education the authority to immediately appoint Impartial Hearing Officers who are selected in accordance with the procedures set forth herein.
- 6) That impartial hearing officers selected by the District Clerk and appointed by the Board will be compensated for their services as follows:
 - **Billing Rate:** The District will compensate certified impartial hearing officers appointed in due course for services rendered at a rate of \$100 per hour for pre-hearing, hearing, and post-hearing activities.
 - **Time of Submission:** A statement for fee and expenses shall be submitted at the conclusion of the hearing. The District will not consider interim statements for fees and expenses, except in extraordinary circumstances. An impartial hearing officer

wishing to submit an interim bill may do so only upon receiving prior approval from the District, pursuant to a written request describing the extraordinary circumstance and stating when the impartial hearing officer expects the matter to be terminated or concluded.

- **Format of Statement:** All statements for fees and expenses shall be in narrative form and shall list each individual item of service or expenses, the date it occurred and the time spent, by hour or fraction thereof. Each individual item of service shall be separately and specifically described.
- **Appropriateness of Charge:** The District will accept a minimum charge for a service, not to exceed .10 hour. Time charges must be appropriate. For example, a charge of .5 hour for receipt and review of a fax is inappropriate, without further elaboration. The District will not pay for clerical or secretarial costs, postage or toll calls, all of which are covered under the hearing officer's hourly fee.
- **Reimbursable Expenses:** The District will reimburse impartial hearing officers for the following expenses only:
 - 1) Travel at the IRS reimbursement rate, up to a distance of 100 miles, each way, or a time charge for the actual time spent in travel, up to an hour each way, but not both.
 - 2) Costs associated with overnight delivery such as Federal Express or Express Mail.
- **Lodging and Meals:** The District will not accept charges for lodging or meals except in extraordinary circumstances upon prior application, in writing, by the impartial hearing officer, describing the extraordinary circumstance and receiving prior approval from the District.
- **Cancellation of Hearings:** When the impartial hearing officer is notified of a cancellation of a hearing on less than three (3) business day's notice, the District will pay a cancellation fee of \$350, which should be submitted as a part of the statement for fees and expenses.

Agenda Item #17: Approval of Athletic Reconditioning Fees

RESOLVED, that the Board hereby approves Athletic Reconditioning Fees as set by the Athletic Director and Equipment Manager. *(will be attached)*

Agenda Item #18: Establish Rate for Mileage Reimbursement

RESOLVED, that the Board hereby sets the rate for mileage reimbursement as recommended by the Internal Revenue Service. *(will be Attached)*

Agenda Item #19: Establish Rate for Meal Reimbursement

RESOLVED, that the Board hereby sets the rate for meal reimbursement as recommended by the U.S. General Services Administration. *(will be attached)*

Agenda Item #20: Establish Rate for Parking Fees

RESOLVED, that the Board hereby approves a lottery system for the collection of student parking fees in the amount of \$75 per student, per semester. The fee will be collected at the beginning of each semester for those students whose names were drawn in the lottery.

Fall semester parking tags are distributed in June; Spring semester parking tags are distributed in January. Monies for the respective semesters are collected at the time the tags are distributed.

Agenda Item #21: Approval of Mid-Westchester Special Education Consortium Agreement *(Available in the District Office)*

RESOLVED, that the Board hereby authorizes the Superintendent to enter into an agreement with the Mid-Westchester Consortium consisting of the following Districts:

- Briarcliff Manor UFSD
- Elmsford UFSD
- Hastings-on-Hudson UFSD
- Irvington UFSD
- Mt. Pleasant CSD
- Pleasantville UFSD
- Pocantico Hills CSD
- UFSD of the Tarrytowns
- Valhalla UFSD

as it is in the best interests of the respective Districts to enter into this agreement to form a consortium for the provision of special education and alternative education to students of the various Districts which make up the consortium upon the terms stated herein so as to provide for appropriate special education placements for their students in a quality and cost-effective manner.

Agenda Item #22: Certification of Payroll

RESOLVED, that the Board hereby authorizes the Superintendent to certify the payroll for certified instruction personnel and the Asst. Superintendent for Business & Technology to certify the payroll for non-certified personnel.

Agenda Item #23: Attendance at Conferences

RESOLVED, that the Board hereby designates the Superintendent to approve all employee requests to attend conferences.

Agenda Item #24: Approval of Budget Transfers

RESOLVED, that the Superintendent or his/her designee is authorized to approve budget transfers as per policy No. 5320. *(Attached)*

Agenda Item #25: Application for Grants

RESOLVED, that the Board hereby authorizes the Superintendent to apply for educational grants.

Agenda Item #26: Bonding of Employees

RESOLVED, that the Board hereby authorizes the bonding of the following employees:

District Treasurer	\$1,000,000
Superintendent	\$1,000,000
Asst. Superintendent for Business & Technology	\$1,000,000
Student Activity Accts. Treasurer	\$1,000,000
Deputy Treasurer	\$1,000,000
District Clerk	\$1,000,000
Claims Auditor	\$1,000,000

Agenda Item #27: Board Policies

RESOLVED, that the Board hereby re-adopts Board policies. *(It has been District practice to assign sections of Board policies to be reviewed and revised during the course of the year. All policies that are revised will have a discussion, first reading and adoption).*

Agenda Item #28: Designation of Depositories

RESOLVED, that the following banks and/or trust companies be designated as the official depositories for investment of funds during the 2011-2012 school year: HSBC; JPMorgan Chase Bank; Cutwater Asset Management - NY CLASS; Signature Bank; and Webster Bank.

Agenda Item #29: Signatures Authorization

RESOLVED, that HSBC, JPMorgan Chase Bank, Cutwater Asset Management - NY CLASS, Signature Bank, and Webster Bank (hereinafter called the Banks) are designated Banks of this District and they (including their correspondent banks) are hereby requested, authorized and directed to honor all checks, drafts or other orders for payment of money drawn in this District's name on their Accounts when bearing the facsimile or original signature of the following:

District Treasurer
Deputy Treasurer

and the Banks (including their correspondent banks) shall be entitled to honor and to charge this District for all such checks, drafts or other orders for the payment of money, if such facsimile signature or signatures resemble the facsimile specimens filed with the Banks by the District Clerk or other officer of this District.

In addition, the Banks shall be entitled to honor and charge this District for all funds transfers initiated online by the District Treasurer or Deputy Treasurer through their secure online banking systems.

Agenda Item #30: High School Accounts

RESOLVED, that the High School Asst. Principal and the Central Treasurer, acting jointly, or the High School Principal, acting jointly with either the High School Asst. Principal or the Central Treasurer are hereby authorized to make deposits and withdrawals to and from the following accounts at JPMorgan Chase Bank:

HS Student Activity Account, and be it

FURTHER RESOLVED, that the High School Asst. Principal and the Central Treasurer, acting jointly, or the Principal acting jointly with either the High School Asst. Principal or the Central Treasurer are hereby authorized to sign checks drawn against the HS Student Activity Checking Account and JPMorgan Chase Bank is hereby authorized and directed to honor checks drawn against this account when so signed.

Agenda Item #31: Middle School Accounts

RESOLVED, that the Middle School Principal, and the Central Treasurer, acting jointly, or the High School Principal, acting jointly with either the Middle School Principal or the Central Treasurer are hereby authorized to make deposits and withdrawals to and from the following accounts at JPMorgan Chase Bank:

MS Extra Classroom Activity Account, and be it

FURTHER RESOLVED, that the Middle School Principal and the Central Treasurer, acting jointly, or the High School Principal acting jointly with either the Middle School Principal or the Central Treasurer are hereby authorized to sign checks drawn against the MS Extra Classroom Activity Checking Account and JPMorgan Chase Bank is hereby authorized and directed to honor checks drawn against this account when so signed.

Agenda Item #32: Approval of Mandated District Plans and Policies

RESOLVED, that the Board hereby approves the Health and Safety Plan for the 2011-2012 school year *(available in the District Office)*;

RESOLVED, that the Board hereby approves the District Code of Conduct for the 2011-2012 school year *(available in the District Office)*;

RESOLVED, that the Board hereby approves the Academic Intervention Services Plan for the 2011-2012 school year *(available in the District Office)*;

RESOLVED, that the Board hereby approves the Professional Development Plan for the 2011-2012 school year *(available in the District Office)*;

RESOLVED, that the Board hereby approves the Attendance Policy for the 2011-2012 school year *(available on website)*

Agenda Item # 33 - Supplemental Defense and Indemnification

WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes municipal corporations, including Boards of Education, to adopt supplemental defense and indemnification provisions to those contained in the Education Law; and

WHEREAS, the statute authorizes Boards of Education to defend, indemnify and save harmless, members of boards of education and officers, agents and employees of the Boards of Education and parent volunteers in connection with any claims asserted or judgment obtained against such board members, officers, agents or employees in any State or Federal Court, or in the amount of any settlement of any such claim, provided the act or omission from which such judgment or claim arose occurred while the Board member, officer, agent or employee was acting within the scope of his or her office of employment;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Briarcliff Manor School District hereby adopts the supplemental defense and Indemnification provisions contained in Section 18 of the Public Officers Law for its Board members, officers, agents and employees, and parent volunteers on school-based planning and shared decision making committees or other community volunteer performing volunteer service with the consent of the Board and/or Superintendent of Schools. This coverage shall supplement and shall be in addition to the coverage available to such employees under other enactments, including but not limited to the Education Law of the State of New York.

Agenda Items # 34 – District Committees

School District Safety Team

RESOLVED, that the following people are hereby appointed as the School District Safety Team for the 2011-2012 school year:

Superintendent of Schools	Assistant Director of Facilities
Assistant Superintendent for Business and Technology	Todd School Head Custodian
Todd School Principal	MS and HS Head Custodians
Middle School Principal	Security Officer
High School Principal	Safety and Security BOCES Liaison
School Board President	Youth Officer
High School Student Representative	Briarcliff Manor Police Department
BTA Representative from Todd School	Briarcliff Manor Fire Department
BTA Representative from MS/HS	SRP Bargaining Representative
Custodian Bargaining Unit Representative	BEST Bargaining Representative
	BPTA Representative

School District Audit Committee

RESOLVED, that the following individuals are hereby appointed to the Audit Committee for the 2011-2012 school year:

_____ Chairperson	<u>Advisory:</u>
_____ Board Member	Neal Miller, Superintendent
_____ Community Member	Stuart Matthey, Asst., for Business & Technology
_____ Community Member	Nicole Susa, District Treasurer
_____ Community Member	

School District Facilities Committee

RESOLVED, that the following Board Trustee is hereby appointed to serve on the Districts' Facilities Committee for the 2011-2012 school year:

Board Member _____

School District Enabling Committee

RESOLVED, that the following Board Trustee is hereby appointed to serve on the Districts' Enabling Committee for the 2011-2012 school year:

Board Member _____

School District Professional Development Committee

RESOLVED, that the following people are hereby appointed to the School District Professional Development Committee for the 2011-2012 school year:

Chair/Coordinator: TBD
Todd: TBD
TBD
TBD

Administrators: TBD
Board Member: _____

High School: TBD
TBD
TBD

Middle School: TBD
TBD
TBD

Parents: TBD
TBD

Hudson River Teachers Center Liaison: Kathy Batchelor